



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Planner
Class Code Number	3065

General Statement of Duties

Provides professional level planning work and technical administrative support to the Senior Planner, Community Development Director, and the Planning Commission; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide professional level planning work and technical administrative support to the Senior Planner, Community Development Director, and the Planning Commission. The work is performed under the supervision and direction of the Senior Planner, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Performs a variety of technical administrative support duties for the Department;
- Performs professional planning duties in the development of plans, policies and programs in support of goals in alignment with development and implementation;
- Researches, analyzes and interprets social, economic, population and land use data and trends, and prepares written reports as required, including reviewing and assessing the impact of legislation and environmental studies on City planning and development issues;
- Researches, drafts, and recommends ordinances, codes, and amendments to the general plan;

- Prepares grant funding applications for City community development projects and programs, including participating in implementing, monitoring, and reporting grant funding activities according to grant regulations;
- Participates in coordinating City planning activities with other City departments and outside agencies;
- Participates in the preparation, organization, and presentation of planning related reports for the City's Planning Commission and City Council regarding Department findings and recommendations;
- Interprets and applies land use, environmental quality, subdivision and general planning laws and regulations to ensure compliance of City development projects and municipal code annotations;
- Addresses questions or concerns from the general public on planning, zoning, land use, and other related issues, and provides requested information in a timely and courteous manner;
- Performs additional support duties as requested by the Senior Planner or Community Development Director, including researching various projects, and drafting staff reports;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of planning and development;
- Thorough knowledge of related Federal, State, and local laws, codes, and regulations, including laws relating to general plans, zoning, and land divisions, and applicable environmental laws and regulations;
- Thorough knowledge of research and report preparation techniques related to a wide variety of planning programs and projects;
- Thorough knowledge of statistical and economic analysis;
- Thorough knowledge of the current literature, information sources, and research techniques in the field of planning;
- Ability to develop comprehensive planning reports, findings, and recommendations;
- Ability to analyze and compile technical and statistical information and prepare related reports;
- Ability to evaluate and assess the impact of legislation and environmental reports and documents on planning and development issues and activities;
- Ability to effectively interpret planning and zoning programs to the general public;
- Ability to perform professional planning work with a minimum of supervision;
- Ability to interpret and apply related planning laws, rules, and regulations;
- Ability to analyze site design, terrain constraints, circulation, land use compatibility, utilities, and other urban services;
- Ability to ensure compliance with Federal, State, and local laws and regulations;

- Ability to interpret and apply pertinent planning laws, rules, and regulations;
- Ability to prepare and analyze technical and administrative reports, statements, and correspondence;
- Ability to establish and maintain effective working relationships with assigned supervisor, other City employees, business and community organizations, and the general public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Planning, Public or Business Administration or other related field; and
- Some (one to three years) responsible comprehensive professional planning experience.

Required Special Qualifications

- Valid Class C California State Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.